

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☐ Amendment to Existing Contract: - - Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
140 Office of the Chief Counsel	Liz Flores	14	916-653-4480	7/1/07

Contractor's Legal Name	Federal ID Number
West Publishing Corporation dba Thomson/West	41-1426973

Title of Project
Westlaw

Term	Start Date	End Date	Amount
New/Original Contract	2011 / 7 / 1	2014 / 6 / 30	\$ 60,120

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	6/15/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Liz Flores	Time Needed:	minutes

Agenda Item Subject and Description

Possible approval of a three-year contract with West Publishing Corporation dba Thomson/West at a negotiated reduced cost of \$60,120 for the first year, to obtain Westlaw online electronic legal database, research and information services

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

Westlaw provides Energy Commission legal staff access to online, electronic legal resources, and business information updated daily in order to perform legal research and track cases and other legal issues. The contract services are essential tools that are critical to the Chief Counsel's Office's ability to perform its mission critical obligations, including litigation defense, power plant licensing, and public contracting responsibilities.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves access to service for electronic research .
- If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)

☐ Statutory Exemption. List PRC and/or CCR section number: _____

☐ Categorical Exemption. List CCR section number: _____

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION

**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source		100.003	\$60,120
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$60,120	11/12	\$60,120	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$60,120		TOTAL:	\$60,120		TOTAL: \$60,120			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Phil Ukes	Name:	TBD
Address:	610 Opperman Drive Mail Stop D6-S650	Address:	610 Opperman Drive
City, State, Zip:	Eagan, MN 55123	City, State, Zip:	Eagan, MN 55123
Phone/ Fax:	800-328-4880 extension 43423	Phone/ Fax:	
E-Mail:	phillip.ukes@thomsonreuters.com	E-Mail:	

Contractor Is

☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

☐ Solicitation
☐ Non Competitive Bid (Attach CEC 96)
☒ Exempt

Select Solicitation Type _____ Solicitation #: - -
 Proprietary Subscriptions

Civil Service Considerations

☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☒ The Services Contracted:

- ☒ are not available within civil service
- ☒ cannot be performed satisfactorily by civil service employees
- ☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.

☐ The Services are of such an:

- ☐ urgent
- ☐ temporary, or
- ☐ occasional nature

 that the delay to implement under civil service would frustrate their very purpose.

Justification:
Electronic library subscription not available within civil service.

Payment Method

☒ A. Reimbursement in arrears based on:

- ☒ Itemized Monthly
- ☐ Itemized Quarterly
- ☐ Flat Rate
- ☐ One-time

☐ B. Advanced Payment
☐ C. Other, explain:

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION

**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes
 If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

Justification of Rates

Rates were negotiated under the DGS Master Agreement at a reduced plan cost.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ Exempt from DVBE DVBE %: _____
 ☐ Contractor is Certified DVBE
 ☐ Contractor is Subcontracting with a DVBE: _____
 3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☒ No ☐ Yes
 If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☒ No ☐ Yes
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
 2. Will there be IT expenditures? ☒ No ☐ Yes
 3. Is the Contractor providing confidential information? ☒ No ☐ Yes
 4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
 5. Check frequency of progress reports
 ☐ Monthly ☐ Quarterly ☐ Other...
 6. Will a final report be required? ☒ No ☐ Yes
 7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
 Contract term matches the master agreement contract term

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
 See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date